

ODIN Catalog Oversight

Background: The NASA Office of the Inspector General (OIG) issued a draft audit report dated April 25, 2003 titled, "Opportunities for Cost Savings in Purchasing Peripheral and Accessory Equipment and Supplies for Desktop Computing Services." The audit report included 4 recommendations to be undertaken by the NASA Chief Information Officer (CIO). The 4 recommendations are:

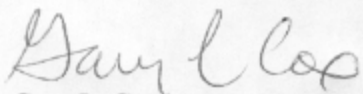
1. Require the ODIN Program Office and the ODIN Contracting Officers to adequately review ODIN catalog prices for reasonableness and consistency with the current market prices, and fully document the results of such reviews.
2. Direct the ODIN Program Office to establish procedures to encourage the consolidation of ODIN purchasing requirements both within and among NASA installations.
3. Direct the ODIN Program Office to advise all installations to include volume discount provisions in future delivery orders.
4. Require that all installations use the ODIN catalogs as an optional rather than mandatory source for purchasing computer peripheral equipment, accessories, and supplies.

The NASA CIO subsequently directed the ODIN Program Manager to issue guidance to implement these recommendations by June 30, 2003.

Guidance: The above recommendations are to be implemented as follows:

1. Review and Document Catalog Prices: Prices for ODIN catalog items shall be reviewed and documented for fair and reasonable pricing on an on-going basis by the Centers and the ODIN Program Office.
 - a. Centers: Due to limitation of personnel and the volume of items in some catalogs, Centers may incorporate a random sampling method to review catalog pricing on a regular basis. The recommended minimum number of items to be reviewed each month is 4. It is critical that all reviews be documented in writing. On a semi-annual basis, the ODIN Program Office shall be responsible to ensure reviews have been properly conducted at each Center or Enterprise, as applicable.
 - b. ODIN Program Office: The ODIN Program Office shall conduct a comparison of similar catalog items from each Center or Enterprise on an on-going basis to ensure pricing consistency across the ODIN Program, notwithstanding differences due to location or other factors.
2. Consolidate Purchase Requirements: Whenever possible, the Centers, Enterprises and ODIN Program Office shall seek to consolidate purchase requirements in order to receive volume discounts. Members of the ODIN Program Board will utilize the OPB@listserv.gsfc.nasa.gov email list to notify the other Centers, Enterprises and Program Office of potential purchase consolidations. The monthly ODIN Program Office teleconference will also be utilized to query potential purchase consolidations.
3. Include Volume Discount Provisions in Future Delivery Orders: All ODIN delivery orders issued after July 1, 2003 shall include a volume discount provision. This may be accomplished by including a clause in the delivery order similar to the following: "Catalog Items – Volume Discounts: For each catalog item, the contractor shall identify the quantity of items ordered under a single order that would entitle the Government to a volume discount, and the percentage discount that will be applied. For some items, the Contractor may choose to identify quantity bands and the applicable discount (e.g. 5-10 at 5% discount, 11-20 at 6% discount, etc)."
4. Make ODIN Catalog Optional Rather Than Mandatory: Each Center shall have a policy that allows customers to purchase from sources other than the ODIN Catalog if more advantageous to the Government. Many Centers utilize the ODIN Catalog as the preferred source of supply and allow customers to submit a waiver for CIO approval to purchase from other sources if sufficiently justified by cost savings or product benefits. This is considered an acceptable method of making the ODIN Catalog optional rather than mandatory.

Issued by:

A handwritten signature in cursive script, reading "Gary L. Cox". The signature is written in dark ink on a light background.

Gary L. Cox

NASA ODIN Program Manager